

WORKING AGREEMENT BETWEEN THE COUNTY OF SAN DIEGO HEALTH AND HUMAN SERVICES AGENCY, MENTAL HEALTH SERVICES DIVISION (HEREIN REFERRED TO AS "COUNTY OF SAN DIEGO MENTAL HEALTH PROGRAM(S)," AND THE SAN DIEGO REGIONAL CENTER FOR THE DEVELOPMENTALLY DISABLED (HEREIN REFERRED TO AS "REGIONAL CENTER")

The purpose of this agreement is to ensure that the highest quality services are available for residents of San Diego County who may have a mental illness and/or developmental disability. Through the joint efforts of the agencies designated to serve these individuals, clients will receive appropriate services, using the resources available to meet their specific needs. This agreement should not change the emphasis on using all appropriate community resources, however, it should improve care and assure the availability of services to all in need through coordination of the services available within the community, both in the private and public sector.

Responsibilities of County of San Diego Mental Health Program(s)

1. County of San Diego Mental Health program(s) shall provide mental health services to all eligible persons with developmental disabilities who meet medical necessity criteria as defined in California Code of Regulations (CCR) Title IX, State Department of Mental Health. For persons with developmental disabilities who meet eligibility criteria, mental health services shall be provided in the same manner that services are provided to any other citizen. These services shall consist of:
 - a. Emergency services, such as assessment and evaluation, crisis intervention, crisis stabilization and short-term inpatient care.
 - b. Treatment services, including inpatient, outpatient, medication, day treatment, socialization, community support, and other mental health program(s) including juvenile and adult forensics.
 - c. Psychosocial rehabilitative services, wraparound services for children, and youth transition services.
 - d. Public LPS Conservatorship Court Unit Services:
 1. All court appointed responsibilities, which include but are not limited to:
 - a. Completing re-establishments
 - b. Scheduling Court dates
 - c. Scheduling Forensic evaluations for re-establishment procedures
 2. Transportation to and from all LPS court related appointments.
 3. Process medical/surgical authorizations and sign consents for routine medical procedures and hospital admission paperwork for conservatees who do not retain medical rights.
 4. Authorize Release of information and other requested services, as needed for conservatees without those rights.

5. Authorize change of placement to a more restrictive level of care than what is ordered on the Order of Conservatorship and make necessary notifications.
 6. Send recommendation form 18-105 DSS 7/95 (blue sheet), to Regional Center four months prior to LPS termination for Regional Center service coordinator to recommend either re-establishment or termination of Conservatorship based upon evidence, or lack of evidence of continued grave disability.
 7. Send copies of Letters of LPS Conservatorship and LPS Conservatorship Court Orders regarding Regional Center clients.
 8. Inform Regional Center service coordinator of all involvement by the LPS Conservatorship Court Unit within one business day.
 9. Inform Regional Center service coordinator of all involvement with the LPS Conservatorship court unit four weeks prior to a planned termination of LPS Conservatorship.
 10. Complete all termination documents, when a conservatee is no longer found to be gravely disabled, or the Conservatorship terminates for any other reason and provide copies to the Regional Center.
- e. Children's Mental Health Services:
1. For dependent children active to San Diego Regional Center, the responsibility for placement is shared by Regional Center and Children's Services Division.
- f. Other mental health services, such as consultation, education or information.
1. The services shall be provided by a psychiatrist and/or other appropriate person with professional training and expertise in evaluating and treating mental disorders.
 2. County of San Diego Mental Health program(s) shall have staff available with training and expertise to provide mental health services to eligible persons with developmental disabilities. County of San Diego Mental Health program(s) shall request training from Regional Center staff regarding developmental disabilities, as needed. Training coordination and planning is the responsibility of the Mental Health Director and Regional Center Director or designees. Documentation of the training shall be maintained.
 3. County of San Diego Mental Health program(s) shall make known its policies and procedures as well as services available, so that the Regional Center can use the services in an appropriate and efficient manner. Organizational provider and Fee For Services (FFS) Operation Manuals shall be provided by United Behavioral Health (UBH), the Administrative Service Organization (ASO), for Mental Health Services to the Regional Center.

4. County of San Diego Mental Health program(s) shall assess the patient fee for diagnostic or treatment programs according to the Uniform Method of Determining Ability to Pay (UMDAP).
5. Resolution of problems regarding mental health service for dually diagnosed clients shall be in accordance with the process established by County of San Diego Mental Health program(s). Complaints and Grievance procedure and pamphlets shall be made available to Regional Center.

Outpatient Mental Health Services

6. County of San Diego Mental Health program(s) shall refer to the San Diego Regional Center for intake and assessment any persons suspected of having a developmental disability. At the time of referral, available information will be provided regarding the client's needs as well as the service that is requested from the Regional Center. Mental Health assigned case managers or care coordinators will assist the Regional Center staff to navigate the County of San Diego Mental Health system as needed.
7. County of San Diego Mental Health program(s) shall provide information to the Regional Center regarding services provided to clients referred by the Regional Center consistent with applicable State and federal law, and when appropriate, shall participate in case conferences concerning clients who are jointly served.

After Hours Emergency Response System

8. Emergency after hours services shall be available 24 hours/7 days a week by accessing the United Behavioral Health (UBH), ACCESS and Crisis Line at (1-800-479-3339) or the Psychiatric Emergency Response Team (PERT) by contacting 911.
 - a. Interagency notification of client disposition shall be the responsibility of the organizational provider accepting client into treatment. The Regional Center liaison shall be notified within 24 hours (one working day) of referral or disposition, discharge and follow-up planning.
 - b. Evidence of notification shall be documented in the medical record.

Inpatient Mental Health Services

9. In the event that a Regional Center client is referred to a psychiatric hospital or brought to the Emergency Psychiatric Unit (EPU) for adults at the San Diego County Psychiatric Hospital, or to the County's Children's Mental Health Services, Emergency Screening Unit (ESU) for children and adolescents; a clinician will perform a psychiatric assessment and determine the need for admittance to inpatient status. If after the psychiatric assessment by the psychiatrist, the doctor does not feel there is a need for inpatient psychiatric hospitalization, the Regional Center shall be responsible for seeking appropriate services that may include returning the patient to his level of care or seeking residential placement.

Upon admittance to a psychiatric inpatient unit, the psychiatric unit shall notify the Regional Center liaison of the admittance. The hospital shall make the client and treatment staff available to the Regional Center representative for this purpose. The admitting facility shall initiate a case conference to be conducted jointly, with the Regional Center service coordinator to confirm diagnosis, treatment and discharge plan.

10. County of San Diego Mental Health program(s) shall refer to the San Diego Regional Center for intake and assessment any persons suspected of having a developmental disability. At the time of referral, available information will be provided regarding the client's needs as well as the service that is requested from the Regional Center.
11. County of San Diego Mental Health program(s) shall provide information to the Regional Center regarding services provided to clients referred by the Regional Center, assuring that appropriate safeguards for confidentiality are maintained, and when appropriate, shall participate in case conferences concerning clients who are jointly served.

Responsibilities of the Regional Center

1. The Regional Center shall have staff capable of assessing mental health problems as a part of the total assessment of the person. This staff may include psychologists, physicians, nurses, and social workers that have the ability to recognize and identify emotional and psychological problems that may be presented as a part of the disability. The Regional Center may purchase mental health diagnosis and/or assessments from any approved vendor of such services.
2. The Regional Center service coordinator will make referrals for Mental Health program(s) by contacting United Behavioral Health (UBH), ACCESS and Crisis Line. Regional Center may ask for a specific mental health provider using a list of mental health providers provided by United Behavioral Health (UBH). The referral from the Regional Center shall outline the services sought and include the client's Individual Program Plan (IPP).
3. The Regional Center shall utilize all appropriate mental health services for on-going treatment, but shall not purchase any mental health treatment services. In those instances in which mental health treatment is provided to the client by County of San Diego Mental Health indigent programs, patient fees shall be determined under UMDAP. The Regional Center assumes no fiscal responsibility for payment of these outpatient fees.
4. When the Regional Center refers persons with a developmental disability to County of San Diego Mental Health program(s) for services, the Regional Center shall maintain active primary responsibility for on-going case management services. The Regional Center shall consult with the San Diego Mental Health case manager or care coordinator regarding the mental health needs of their referred clients so that the Individual Program Plan (IPP) includes the mental health services treatment plan. The Regional Center shall assume responsibility for coordinating Regional Center funded programs.
5. Regional Center staff will contact the mental health provider within one working day when it is known that a Regional Center client is admitted to any hospital or to the County's inpatient facility. Within one business day of notification, a Regional Center representative shall arrange

to visit the client in the hospital, evaluate the client and meet in person with the hospital treatment staff to begin discharge planning. Unless there is assurance by the client's primary care giver that the client will be able to return to his/her former living arrangement, Regional Center staff will immediately begin a placement search. Throughout the client's stay in a psychiatric hospital or inpatient facility, Regional Center staff will remain in contact with staff from the psychiatric hospital or inpatient facility to provide updates. The efforts and contacts made to locate placement will be documented in the Regional Center case record. This information will be provided to hospital social services staff for inclusion in the medical record. Psychiatric hospitals will be paid for administrative days by the Regional Center in accordance with written agreements with each hospital.

6. When a Regional Center Client is placed at UCSD-CAPS, Regional Center will provide weekly written documentation of five placement contacts for clients on administrative days at UCSD-CAPS awaiting placement by Regional Center. Documentation must include the signature and printed name of the Regional Center worker making the five contacts.
7. The Regional Center shall make available to County of San Diego Mental Health program(s) policies and procedures as well as services available to ensure that appropriate referrals of persons with a developmental disability are made to the Regional Center.
8. Intake and assessment services shall be provided to any person suspected of having a developmental disability upon referral by a County of San Diego Mental Health program as provided under Section 4642 and 4643, California Welfare and Institutions Code. The Regional Center and County of San Diego Mental Health program(s) shall work collaboratively to assure that the client receives appropriate services.
9. The Regional Center shall verify receipt of a verbal or written request/referral from County of San Diego Mental Health program(s) within 24 hours (one working day) if the person who is suspected of having a developmental disability is being involuntarily detained by a County of San Diego Mental Health program under the provisions of the Lanterman-Petris-Short Act. At the time, and if indicated, the Regional Center shall arrange an intake and assessment with a face-to-face visit at the County's appropriate mental health facility within 48 hours (two working days) after receipt of the verbal or written request/referral. Assessment and determination of eligibility shall be done expeditiously and the finding will be communicated as soon as available to Mental Health program(s).
10. The Regional Center shall review all materials provided by the County of San Diego to assist in development of an Individual Program Plan.
11. The Regional Center shall maintain the following roles, responsibilities and services for Regional Center consumers who are Public LPS Conservatees:
 - a. Assume full case management responsibility and when appropriate, representative payee services.
 - b. Provide information for completion of evaluation and assessment reports, narratives and provide other pertinent case information to assist the LPS Conservatorship Court Unit in preparation for various LPS Court matters.

- c. Complete and return to the Mental Health program(s) Court Unit current face sheet and form 18-105 DSS 7/95 (blue sheet), recommending re-establishment or termination of LPS Conservatorship based upon evidence of or lack of evidence of continued grave disability no later than 75 days prior to the LPS re-establishment date.
 - d. Inform Mental Health Program(s), LPS Court Unit Public Conservator of all hospitalizations, change of address and change of level of placements, including AWOL status within 24 hours. Inform AWOL status within one business day by telephone or faxed memo and include known circumstances of the change.
 - e. Notify Mental Health program(s), LPS Court Unit Public Conservator of any issue requiring the consent of the LPS Conservator, i.e., surgery, the need for medical treatment, within one business day.
 - f. Notify Mental Health program(s), LPS Court Unit Public Conservator when a service coordinator feels the conservatee's rights can be changed or the LPS Conservatorship can be terminated in a timely manner that allows for the court unit to evaluate and complete court documents.
 - g. Notify Mental Health program(s), LPS Court Unit Public Conservator of plans to transfer, close or inactivate a case.
12. The Regional Center, in collaboration with County of San Diego Mental Health program(s), will establish a two year demonstration project entitled, "Solutions Building." The project will be implemented for adults with a concurrent diagnosis of mental illness and developmental disabilities and who have a history of repeated admissions to psychiatric hospitals. A Specialty Assessment and Treatment Team will be created to coordinate services and treatment through an Individual Personal Action Plan for project participants. The project will also include training opportunities in the community to enhance the service delivery system for this difficult to serve clientele. Project oversight will be provided by a Steering Committee with representation from the Regional Center, County of San Diego Mental Health program(s), UBH, Mental Health Systems, Inc., and Vista Balboa Crisis Center.

Procedures

- 1. Procedures for referrals and appeals and designated communication lines between the two agencies are defined to assure that appropriate information is provided with a minimum of duplication, assuring that strict confidentiality is maintained consistent with all applicable State and federal laws.
- 2. Line staff of the various Mental Health providers and the Regional Center will be made aware of the provisions of this agreement on a regular basis.

Review

The undersigned parties have executed this Agreement on October 26, 2007. This Agreement is in effect as of October 26, 2007 and shall remain in effect unless 30 (thirty) days written notice is given to either party by the other.

1. The terms of this agreement shall be reviewed at least annually.
2. Any problems arising from the implementation or interpretation of this Memorandum of Understanding (MOU) shall be resolved at the lowest possible level. If resolution is not achieved, problems shall be referred through appropriate channels to the Directors of the programs.
3. No change in, modification of or addition, amendment or supplement to this MOU shall be valid unless set forth in writing and signed and dated by both parties.

IN WITNESS WHEREOF, the County of San Diego and the Regional Center have executed this Memorandum of Understanding to be effective October 22, 2007.



JEAN SHEPARD, DIRECTOR, Health and Human Services Agency

11/5/07

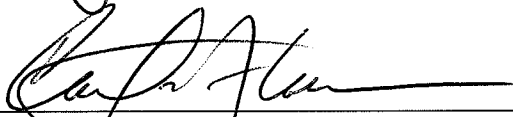
Date



ALFREDO AGUIRRE, LCSW, Mental Health Director
Health and Human Services Agency, County of San Diego

10-17-07

Date

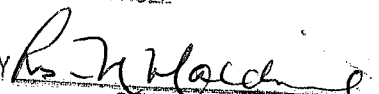


CARLOS FLORES, Executive Director
San Diego Regional Center for the Developmentally Disabled

10/25/07

Date

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

BY 
SENIOR DEPUTY